

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY TO MAURITIUS AND SEYCHELLES
Expression of Interest**

Funding Opportunity Title: EducationUSA Student Assistant

Deadline for Applications: April 21, 2023

CFDA Number: 19.040

Total Amount Available: \$5,000

FAIN number: SMP10023GR0001

A. PROGRAM DESCRIPTION

The U.S. Embassy to Mauritius and Seychelles is pleased to announce an open competition for an EducationUSA Student Assistant (ESA) opportunity to assist in supporting EducationUSA programs and activities in Mauritius and Seychelles. U.S. University Alumni will submit their applications to be considered for this opportunity.

The EducationUSA Advising Center (EAC) in Mauritius is located in the United States Embassy in Port Louis. It falls within the Public Affairs Section of the Embassy and its major goal is to assist Mauritian and Seychellois students attain updated, accurate, unbiased, and comprehensive information on higher education in the United States. The EAC is staffed by an EducationUSA adviser, who has first-hand experience studying in the United States and working as a Graduate Assistant on an American campus. All the services offered by the adviser are free.

Undergraduate and graduate students seeking information on higher studies in the U.S. for the first time are invited to attend a General Advising Session on higher education in the United States. During these sessions, the EducationUSA Advisor will present a program of general information on the different processes and requirements needed for undergraduate and graduate U.S. university applications. Other group advising sessions include outreach programs to secondary and tertiary institutions, and half-day/full-day workshop and conference. Tailor-made individual advising sessions are made available for students and families when they have specific questions. The adviser also runs virtual sessions regularly on various topics. The major platforms are Facebook Live and Zoom. Students who are registered with EducationUSA are members in a WhatsApp group, in which they interact with each other and the adviser.

While the EducationUSA adviser will oversee the graduate student cohort, the ESA will be assigned the undergraduate student cohort, but will be under direct supervision of the adviser. The ESA will work for 10 hours a week. Major responsibilities of the ESA will include:

- scheduling and assist adviser with outreach sessions (in-person or virtual)
- managing the undergraduate WhatsApp group
- attending students by email or WhatsApp or other social media platforms
- scheduling individual appointments with students and parents
- lead sessions on how to apply through the Common Application, how to apply for financial aid, how to write a competitive essay, how to tackle the SAT
- what to expect on an American College campus and share his/her college experience
- leading discussions on world matters
- creating and managing a U.S. University Alumni Network
- perform other duties as assigned by the EducationUSA adviser and/or Public Affairs Officer

Program Objectives:

While the ESA will be under direct supervision of the EducationUSA adviser, s/he will be expected to work independently in terms of responding to emails, managing student WhatsApp groups, working with the press and media coordinator to promote EducationUSA through social media platforms, and to manage a U.S. University Alumni network. The ESA will work mainly toward promoting Undergraduate study in the United States, managing an Undergraduate cohort and Undergraduate Alumni network. The latter will assist the EducationUSA adviser in engaging with students by leading in-person and virtual presentations on the U.S. university admissions process, campus culture, and American culture, sharing their own college experience, proof-reading student essays, and perform other duties as assigned. All Graduate study presentations, discussions, promotion, will be handled by the EducationUSA adviser. The ESA will assist only in terms of logistics and other duties as assigned.

Program Goal:

The ESA position is an excellent opportunity for students interested in working with dynamic group of students and supporting the future leaders of Mauritius and Seychelles. The ESA will develop cross-cultural, communication, presentation, and leadership skills. In addition, while working with diverse groups of students, the ESA will gain practical experience in international student advising.

Targeted Audience:

The target audience for this project is mainly students in Grade 13 and who are planning to submit their applications to U.S. universities by the end of 2023 to be considered for the intake of August/September 2024. These students will also submit financial aid applications in before February 1, 2024. Students in Grade 11 and 12 will be provided with guidance at a different level.

B. FEDERAL AWARD INFORMATION

Length of performance period: 8 months

Number of awards anticipated: 1 award

Award amounts: Maximum of \$5,000

Total available funding: \$5,000

Application Deadline: April 21, 2023

Anticipated program start date: June 5, 2023

This notice is subject to availability of funding.

Contingent on the availability of funds, a total of \$5,000 for one grant will be awarded through this announcement. If selected to receive an award, an applicant will be awarded funds for 6 months.

Funding Instrument Type: Fixed Amount Award

Program Period of Performance: June 5, 2023 – February 2, 2024

C. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- A. Applicants must have completed their degree from an American university not earlier than 2018
- B. Applicants must be well versed with the Common Application Portal and Financial Aid Portal on College Board
- C. Applicants must have good communication and written skills
- D. Applicants must be comfortable with managing WhatsApp groups and responding to emails in a timely manner
- E. Applicants must be comfortable doing in-person presentations; and via the Zoom platform and running a Facebook Live simultaneously
- F. Applicants will liaise with the press and media coordinator to promote higher studies in the United States on Facebook

D. APPLICATION AND SUBMISSION INFORMATION

1. Application Package

Basic information will include your personal and academic information, a proposal, and two recommendation letters.

Please submit your application by email at Portlouis_education@state.gov

Instructions to write proposal:

a. A proposal coversheet must precede the body of the proposal. The cover sheet must state the applicant's name, proposal date, program title, start and end date of program, and brief purpose of the program.

b. Proposal (two pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do and what the program will accomplish. You may use your own proposal format.

C. Program goals and objectives: The goals describe what the program is intended to achieve. What aspect of the undergraduate student advising will be improved? The objectives refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

D. Program activities: Describe the program activities and how they will help achieve the objectives.

E. Program methods and design: A description of how the program is expected to work to achieve the goal.

F. Program costs: A description of how the recipient plans to spend \$5,000 between June 5, 2023 – February 2, 2024. Costs may include, but not limited to, purchase of technology, internet data package, transportation costs, monthly stipend, and other costs. The applicant may present this information in the form of a table in the proposal.

F. Proposed program schedule: The proposed timeline for the program activities has been set to commence on June 5, 2023 and end on February 2, 2024.

G. Media plan: All submissions must include a press and social media plan that outlines how the implementer will publicize the activities and goals of the program.

H. Program monitoring and evaluation plan: This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant.